

Sample Memo for Contract Service Providers

Forest Lake School

[Date]

Dear [Name of Contract Service Provider],

[Forest Lake] is proud to be taking a leadership role in providing a safe, comfortable, and productive environment for our students and staff so that we achieve our core mission—educating students.

Therefore, [Forest Lake] is implementing a program to monitor and improve indoor air quality (IAQ) in our school. The work you perform in our school can have an impact on the quality of the school's air. I have enclosed specific guidance provided by the U.S. Environmental Protection Agency that shows how you can help us make this effort a success.

Your involvement is important. Please read the enclosed *IAQ Background* and IAQ checklist.

If you have any questions or concerns, please do not hesitate to contact [name] at [phone, e-mail address, and room number].

Sincerely,

[Name]

IAQ Coordinator

Enclosures: *IAQ Background*, [Appropriate title] *Checklist*